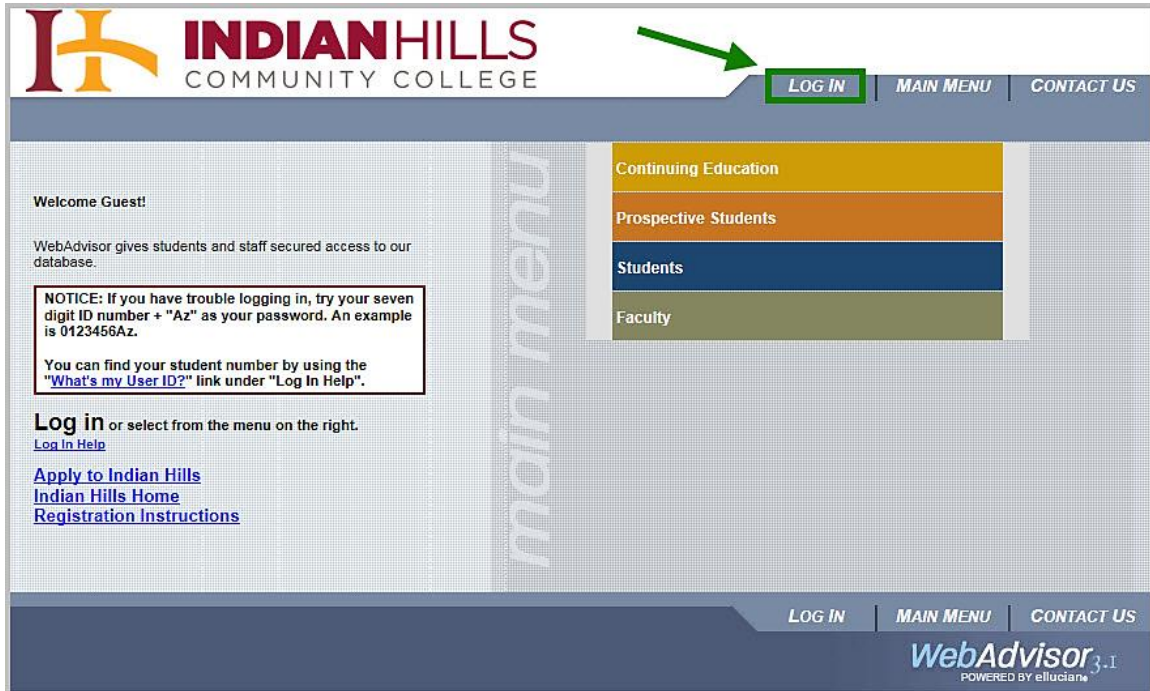


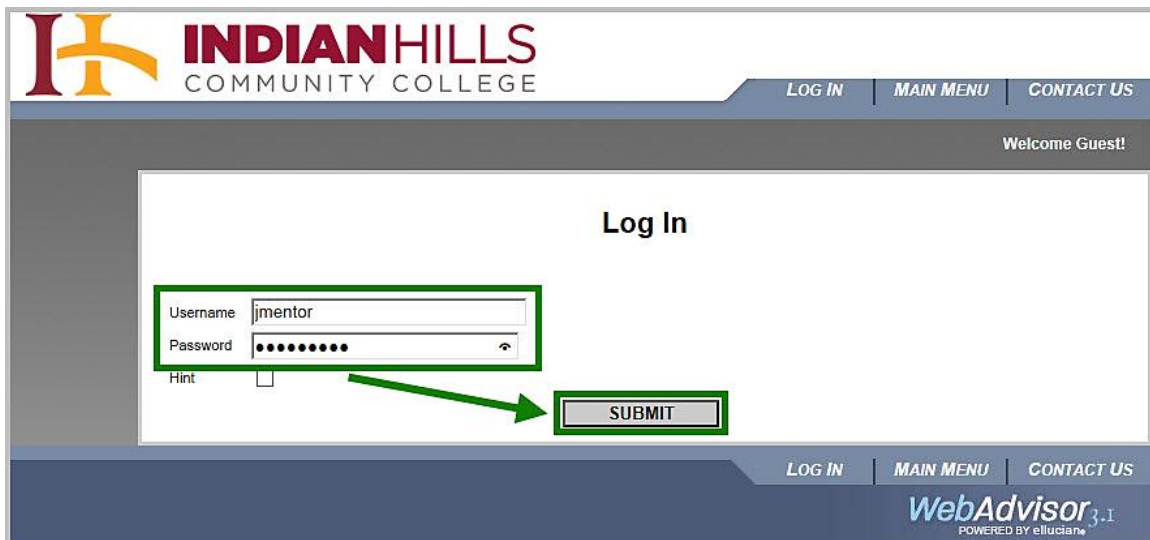
## Computer Tutorial: Attendance Reporting

**Purpose:** To demonstrate to faculty how to report attendance.

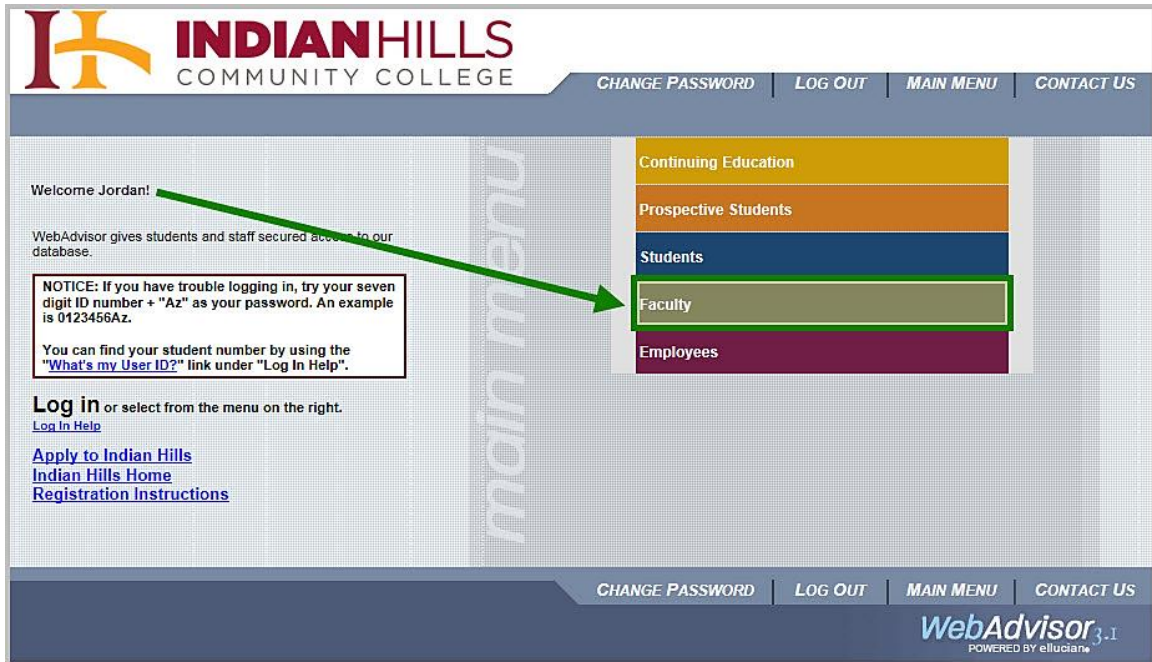
1. First, from the “WebAdvisor” home page, select “**LOG IN.**”



2. Next, enter your “User ID” and “Password,” in the spaces provided. Then, click “**Submit.**”



3. From your “WebAdvisor” main menu, select “Faculty.”



4. Under “Faculty Information,” choose “Attendance.”



5. A list of your courses will open in a new window or tab. Select the title of the course for which you would like to record attendance.

**Note: If a list of your courses does *not* open, click “Indian Hills Community College” in the upper-left corner of any “Self Service” page. Then, from the “Self-Service” home page, select “Faculty.”**

6. On the “Section Details” page, select “Attendance.”

The screenshot shows the 'Grading' section of the Faculty page. A dropdown menu for 'Final or Midterm/Intermediate Grading' is highlighted with a green box and a green arrow pointing to it. Below the dropdown is a table with the following data:

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Time
<input type="radio"/>	MAT*D40*G01 Basic Mathematics	08/28/17	11/15/17	WWW	WWW	
<input type="radio"/>	MAT*762*02 Technical Math for Industry	08/28/17	11/15/17	ATCM	119B	05:00PM - 0

A 'SUBMIT' button is located below the table.

7. In the “Select Date” drop-down menu, choose the date of the class for which you want to record attendance.

8. The “Intermediate Grading” page will open. Go to column “Gr 6” and enter “AT” (attended) for each student who has attended at least one class session in your course. Enter “NS” (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a “No Show.” For each student, you must enter either “AT” or “NS” into column “Gr 6” of the form.

**Important:** Be sure that you enter this information into column “Gr 6.” Do **not** enter information into *any* other columns, including the “Last Date of Attendance” column.

**INDIAN HILLS**  
COMMUNITY COLLEGE

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FACULTY

### Intermediate Grading

Class Name MAT\*762\*02  
 Title Technical Math for Industry  
 Location Ottumwa Campus  
 Term Fall Term 17


**Instructor**  
 Jordan Mentor

Student	ID	Stat	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Last Date of Attendance
Bloom, Stuart	0111111	A						AT	
Cooper, Sheldon	0222222	A						AT	
Fowler, Amy F.	0333333	N						NS	
Hofstadter, Leonard	0444444	N						AT	
Koothrappali, Raj	0555555	A						NS	
Penny, Penny	0666666	N						AT	
Rostenkowski-Wolowitz, Bernadette	0777777	N						AT	
Wheaton, Wil	0888888	N						AT	
Winkle, Leslie	0999999	N						AT	
Wolowitz, Howard	0101010	A						AT	

**SUBMIT**

9. When you have finished entering the attendance information for each student in the course, click **“Submit.”**

Kootherappali, Raj	0555555	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NS	<input type="text"/>
Penny, Penny	0666666	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AT	<input type="text"/>
Rostenkowski-Wolowitz, Bernadette	0777777	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AT	<input type="text"/>
Wheaton, Wil	0888888	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AT	<input type="text"/>
Winkle, Leslie	0999999	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AT	<input type="text"/>
Wolowitz, Howard	0101010	A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AT	<input type="text"/>



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